

## **MILE HIGH AREA SERVICE COMMITTEE (MHASC) PUBLIC INFORMATION (PI) GUIDELINES**

### **Purpose**

The purpose of the MHASC PI subcommittee is to inform the public that NA exists. NA offers recovery from addiction and information about how and where to find NA. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous, Twelve Concepts of Service of NA, and the resources of A Guide to Public Information.

### **Functions/Responsibilities**

The basic functions of this PI subcommittee are:

1. To open and maintain lines of communication between NA and the public.
2. To respond to all requests for information in a timely and effective manner.
3. To be sure those requests are handled at the appropriate level of service: ASC, RSC and WSC.

### **Meetings and Membership**

The PI subcommittee shall meet regularly at a designated time and place that is well publicized, encouraging all members to attend. Members of this PI subcommittee are defined according to one or more of the following.

1. Qualifications and duties of elected subcommittee members:
  - a. Chairperson: elected by the MHASC – see MHASC requirements and responsibilities in MHASC guidelines. Responsibilities to the subcommittee include:
    - I. Presides at subcommittee meetings
    - II. Prepares an agenda for each meeting
    - III. Maintains order at meeting
    - IV. Provides representation of the subcommittee at the monthly MHASC meeting and supplies a report to the MHASC
    - V. Attends volunteer trainings when applicable to observe and assist in carrying the message and training of volunteers
    - VI. Creates an annual and quarterly subcommittee budget to be submitted to the MHASC
    - VII. Coordinate the efforts of the Task Force projects
  - b. Vice-Chairperson: elected by the PI subcommittee. Requires completion of Speakers training. Clean time requirement of one year is suggested. Responsibilities to the subcommittee include:
    - I. Assumes the duties of Chairperson in the case of Chairpersons absence

- II. If the office of Chairperson should become vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the MHASC
- III. Works closely with the Chairperson to become familiar with all aspects of the Chairpersons responsibilities
- IV. Responds to all inquiries of members relating to policy and procedure
- c. Secretary\Treasure: elected by the PI subcommittee. Clean time requirement of nine months is suggested. Responsibilities of the position include:
  - I. Records minutes of all meetings of the subcommittee and Maintains archives of prior meeting minutes and related materials
  - II. Copies and distributes minutes from subcommittee meetings
  - III. Keeps current records of all subcommittee members including addresses, phone numbers, and e-mail addresses
  - IV. Prints or copies (fliers, etc.)
  - V. Responsible for treasury
- 2. Those assigned to head specific projects as needed.
- 3. Active members, those who regularly attend PI meetings and have declared themselves as members.
- 4. Those willing to help on various projects as needed.

### **Voting Participants and Procedures**

- 1. Those addicts who have been defined as members of this PI subcommittee are eligible to vote on matters concerning PI work within the Area Service Committee.
- 2. The required quorum shall be consensus based by those members present at the time of the decision. If a consensus cannot be reached a simple majority will be taken.
- 3. PI subcommittee group consciences are open to participation by all members of this subcommittee.

### **Contacts and Resources**

- 1. MHASC and its subcommittee's are the primary resource for the PI subcommittee.
- 2. Contact shall be made with the WSO, informing them of this subcommittee's Existence and request information on PI work being done in neighboring areas/regions and a regional contact when available.
- 3. Contact neighboring areas/regions/Rocky Mountain Forum to share PI experience.

### **Ongoing Work**

Information kits for speakers shall be created and continually updated to ensure a regular supply of members available to respond to request for speakers.

PI workshops will be planned and held at regular intervals throughout the year.

A database shall be created and continually updated that stores information on the professional mailings and PI contacts within the community.

In order to accomplish the above, this PI subcommittee will constantly and consistently share information and conduct training workshops, so that area representatives are up-to-date and knowledgeable about PI goals and activities. It is vital to incorporate a good understanding of our Twelve Traditions in all PI activities.

### **Task Force Projects**

The PI subcommittee establishes task force projects, as the need arises, to work on specific projects. Task force leaders are directly responsible to the PI subcommittee. Such projects include but are not limited to:

1. Phone line liaisons
2. Community events/meetings
3. Website liaisons
4. Material for posters
5. Mass media

*Approved by Consensus: 06/06/04*